



**KING COUNTY**  
**INFORMATION SYSTEMS ANALYST III**  
**PUBLIC HEALTH – SEATTLE & KING COUNTY**  
**EMS DIVISION/ KING COUNTY MEDIC ONE AND BLS TRAINING**  
**Annual Pay Range: \$57,635 – \$81,279**  
**Job Announcement: 04MH4665**  
**OPEN: 10/13/04                      CLOSE: 10/27/04**

**WHO MAY APPLY:** This Term Limited Temporary (TLT) position is open to qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Tracy White at (206) 296-8516 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to (206) 205-5430.

**FORMS AND MATERIALS REQUIRED:** [A King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** 999 Third Ave, Seattle and 7064 S 220th, Kent

**WORK SCHEDULE:** This TLT position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

**DURATION:** This Term-Limited Temporary position is benefit-eligible and has an expiration date of December 31, 2006.

**PRIMARY JOB FUNCTIONS INCLUDE:** This TLT position serves as the technical project manager for two programs within the EMS Division - King County Medic One and the BLS Training Section.

King County Medic One requires a half-time technical program manager to assist with the organization and implementation of several technical projects, including the transition from paper to electronic medical incident report form, full implementation of the Macabe inventory program, and management of MDC installation. This position is hands-on and may include development of a requirements matrix, workflow assessment, and training plan. Job duties will depend on the specific project and may include vendor selection, product installation, and system configuration and customization.

The BLS Training Section requires a half-time technical program manager to assist in the development and implementation of the Regional EMS Tracking Resource - Online (RETRO) Project. The project objective is to construct a regionally appropriate EMS systems SQL database to store, track, and process information related to EMS personnel. This information is currently submitted and stored in paper format and will be converted into an electronic interactive system.

This TLT position is responsible for duties related to project implementation including all phases of a project life cycle (scope management, risk assessment, planning and implementation, and timelines), vendor selection, system implementation and training. This position requires a self-motivated, well-organized project leader with expertise in large scale system implementations who possesses excellent problem solving, written and oral presentation skills. The successful candidate must be a confident and capable project manager with a capacity to learn and educate others who understand the big picture while attending to the details.

***QUALIFICATIONS:***

- Plan, manage and track projects on time and within budget.
- Demonstrate an ability to meet deadlines and manage resources.
- Design, plan, upgrade, maintain and troubleshoot database applications.
- Develop innovative approaches to database development, data collection, and recordkeeping.
- Facilitate focus groups and develop questionnaires and surveys.
- Report project progress to managers and customer site managers.
- Demonstrate knowledge of current hardware and software needs.
- Required Technology Knowledge: Senior Level - MS SQL Server 2000, ASP, TSQL Programming, DTS; Journeyman Level - MS Project, MS Word, MS Excel, HTML, DHTML, VBScript, MS IIS, Javascript

***DESIRED QUALIFICATIONS:***

- Desired Certifications/Qualifications: Current certification in MCSE, current certification in MCDBA, BA/BS Degree
- Ability to write technical documentation and product specifications.
- Develop user interface.
- Demonstrate ability to build relationships with customers, vendors and managers.
- Demonstrate ability to analyze and implement network security.
- Design backup systems and procedures.
- Maintain activity logs accurately and prepare periodic and special compliance reports and summaries for top management.

***NECESSARY SPECIAL REQUIREMENTS:***

- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.

**SEQUENCE NUMBER: 80-4040-9305**